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City of Napa

CITY CLERK'S DEPARTMENT

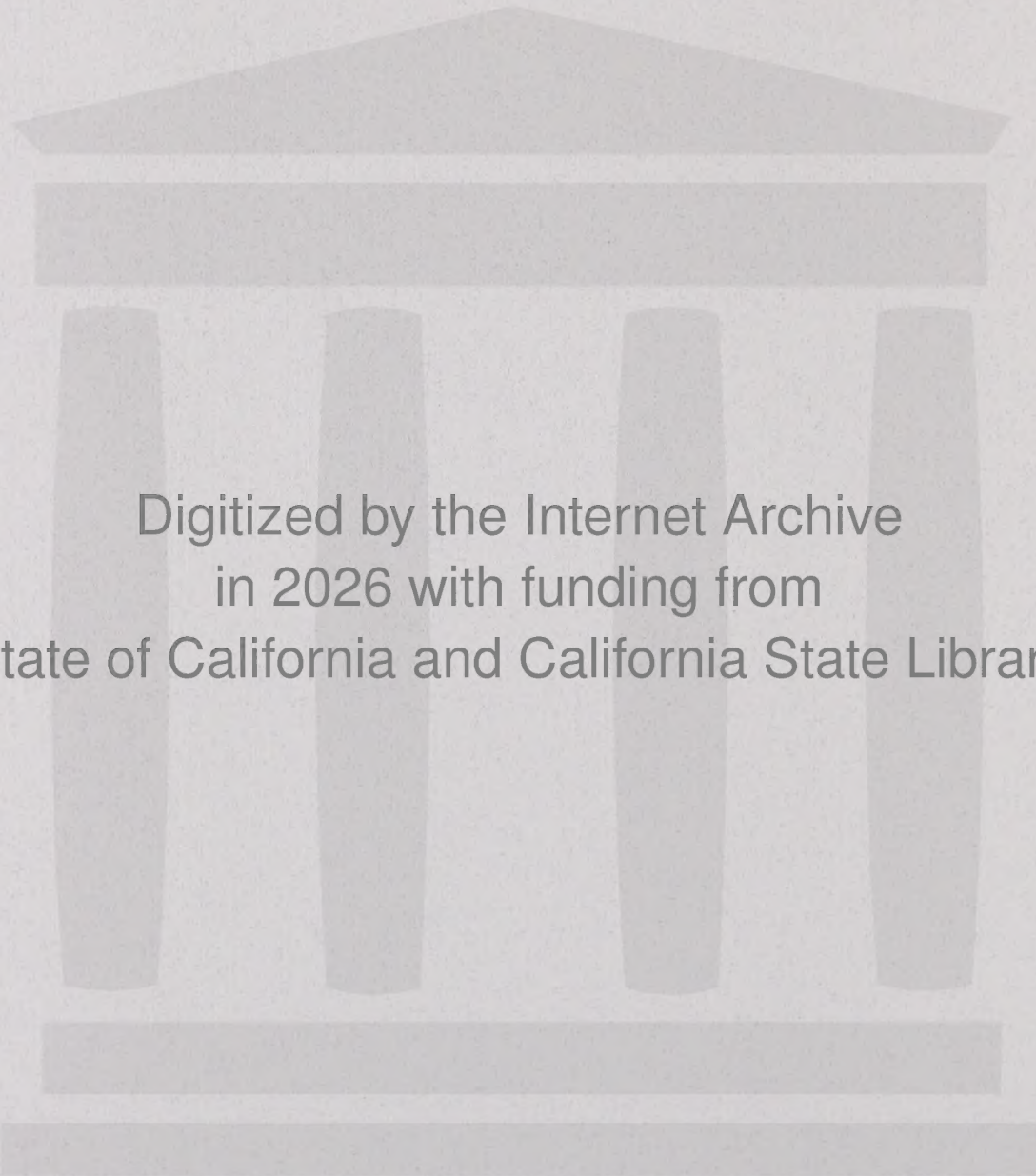


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Annual Report



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CITY OF NAPA

www.cityofnapa.org

CITY CLERK'S DEPARTMENT

Pamyla Nigliazzo, MMC
Lisa Harper, CMC
Eileen Goldstein
Penny Libonati
Terri Duban
Melissa Androlowicz
Carlyce Banayat

City Clerk
Deputy City Clerk
Senior Office Assistant
Office Assistant II
Office Assistant II
Scanning Operator/OAI
Scanning Operator/OAI

SERVING THE MAYOR

Ed Henderson
and

THE CITY COUNCIL

Jill Techel, Vice-Mayor
Harry Martin
Joann Busenbark
David Crawford

CITY ADMINISTRATION

Patricia Thompson
Suzanne Bragdon
Tom Brown
Pamyla Nigliazzo
Jed Christensen
Peter Dreier
Cynthia Kasten
Dan Monez
Michael O'Bryon
Joe Perry
Mike McCarty
John Yost
Cassandra Walker
Heather Stanton

City Manager
Assistant City Manager
City Attorney
City Clerk
Finance Director
Housing Authority Director
Personnel Director
Police Chief
Public Works Director
Fire Chief
Community Resources Director
Planning Director
Redevelopment/Economic Development
Director
Flood Project Manager

2002 ADVISORY COMMISSIONS, COMMITTEES AND BOARDS

Board of Appeals/Building Code

Board of Appeals/Fire Code

City/County Library Commission

Civil Service Commission

Community Development Block Grant Citizens' Committee

Cultural Heritage Commission

Housing Advisory Committee

Napa County Mosquito Abatement District Board

Napa County Transportation Planning Agency County-Wide
Bicycle Advisory Committee

Napa Public Access Cable TV Board of Directors

Napa Sanitation District Board

Napa Valley Conference & Visitors Bureau Board

Parks and Recreation Advisory Commission

Parks and Recreation Advisory Commission Bicycle and Trails Subcommittee

Planning Commission

Senior Center Advisory Commission

Tree Advisory Commission



COUNCIL BOARDS

Housing Authority Board

Housing Authority/Building Authority

Napa Community Redevelopment Agency

Parking Authority Board

Public Facilities Financing Authority

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INTRODUCTION

WHAT IS THE CITY CLERK?

"The Clerk is one of the oldest government professions."

The municipal clerk, along with the tax collector, is the oldest of public servants. The office can be traced to biblical times and even before.

St. Paul and his followers, during his missionary work in Persia (now Western Turkey), owed their safety to the action of a town clerk. As related in Acts XIX, 23-25, the artisans of Ephesus, who made the idols of the time, feared the effect of Paul's missionary work on their trade. They incited a mob to seize two of Paul's followers. The town clerk, however, spoke out against this action and insisted that charges laid against these men had to be settled in the proper manner and before the proper authorities. There was no justification for riotous conduct. With that, he dispersed the crowd.

Ancient Greece had a city secretary who read official documents publicly. At the opening of a meeting, one of his duties was to read a curse upon anyone who should seek to deceive the people.

The early keepers of the archives were often called remembrancers, and before writing came into use, their memory was the public record.

The title, as we know it, is derived from the Middle Ages. A "clerk" was any member of a religious order, a "cleric" or "clergyman." Since, for all practical purposes, the scholarship of the Middle Ages was limited to the clergy, the name "clerk" came to be synonymous with "scholar."

The Office of Clerk can be traced back to the year 1272 A.D. in the History of the Corporation of Old London. In the 1500's, in England there was not only the "Towne Clerk" but also the "Clerc Comptroller of the King's Honorable Household." In 1603, there was a "Clarke General of the Armie." King Henry the Eighth had a "Clarke of the Spicery" and King Charles had his "Clerk of the Robes."

When the early colonists came to America, they set up forms of local government to which they had been accustomed, and the office of clerk was one of the first established. The colony at Plymouth appointed a person to act as a recorder.

Over the years, municipal clerks have become the hub of government, the direct link between the inhabitants of their towns and their government. The clerk is the historian of the community, for the entire recorded history of the town and its people is in the clerk's care.

The eminent political scientist, Professor William Bennett Munro, writing in one of the first textbooks on municipal administration, stated:

"No other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager (when there is one), and all administrative departments, without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together."

These words, written 40 years ago, are even more appropriate today.

In California there are two ways to become a City Clerk. One is to be elected by the voters of the community, and the other is to be appointed by either the City Council or City Administrator or City Manager. This may be the case for either charter or general law cities. Government Code Section 36501 sets forth the governing officers of the city, one of which is a City Clerk. In order for the office to be appointed, the question must be, at some time, put to a vote of the people (GC 36408).

Statistically, in the State of California approximately 30% of the City Clerks are elected to their office. This figure includes both general law and charter cities and was established during a survey conducted by the International Institute of Municipal Clerks.

The appointed City Clerk is responsible to the City Council and/or the City Manager. Each city is somewhat different from the next in the appointive procedure. Generally, however, the recommendation is made by the City Manager and accepted by the City Council. The appointive powers of the City Council came into action at the adoption for the election results where the question was decided in favor of appointment (GC 36508 - 36511).

The Napa City Clerk is appointed by and serves at the pleasure of the City Council. This position is one of three appointed officials, the others being the City Manager and City Attorney.

This is the annual report prepared by the City Clerk's Department. The scope of responsibilities has been explained in detail in order to familiarize you with the major functions and services of the Department. Since the services performed in the City Clerk's Department are so diverse, it is difficult to compare one year to another. This report is an effort to provide statistics to better quantify the types of services provided.



STATUTORY DUTIES

CALIFORNIA STATE GOVERNMENT CODE

Whether appointed or elected, the City Clerk is required to accomplish certain duties. These duties are partially spelled out in Government Code Section 40800 et. seq.

The following is excerpted from the Government Code. These duties may be assigned to other staff persons in some cities; however, they are still the responsibility of the City Clerk.

40801 - Record of proceeding; books; index. The City Clerk shall keep an accurate record of the proceeding of the legislative body in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.

40802 - Accounting officer; financial records. The City Clerk is the accounting officer of the city and shall maintain records readily reflecting the financial condition of the city. (See Section 40805.5 below)

40804 - Financial statements; publication or posting. The City Clerk shall cause a summary of the city's financial report required by Section 53891, in a form prescribed by the State Controller, to be published once in a newspaper of general circulation, pursuant to Article I (commencing with Section 6000) Chapter I, Division 7, Title 1 of the Government Code. If there is no such newspaper, he shall cause copies of the statement to be posted in three public places in the city designated by ordinance as the place for posting of public notices.

40805 - Financial statements; time for printing or posting. The report shall be published or posted not later than one hundred twenty (120) days after the close of the fiscal year for which the report is compiled.

40805.5 - Transfer of accounting and financial duties of City Clerk to Director of Finance. The financial and accounting duties imposed upon the City Clerk by Sections

40802 through 40805 may be transferred to a Director of Finance when such office has been established and the powers and duties thereof defined by ordinance.

40806 - Ordinance book; certificate. The City Clerk shall keep a book marked "ordinances" and record in it all city ordinances with his certificate annexed to each, stating:

- a. It is a true and correct copy of a city ordinance.
- b. The ordinance number.
- c. It has been published or posted pursuant to law.

40807 - Record of ordinance; evidence. The record with the certificate is prima facie evidence of the contents of each ordinance and of its passage and publication. It is admissible as such evidence in any court or proceedings.

40808 - City records; use in court; custody. The official city records in the custody of the City Clerk shall not be filed in any court proceeding or other action, but shall be returned to the custody of the City Clerk.

40809 - Ordinance; proof of passage and publication. This article does not prevent the proof of the passage and publication or ordinances in the usual way.

40810 - Ex officio assessor. The City Clerk is the ex officio assessor unless the legislative body provides for the assessment and collection of city taxes by county officers or otherwise.

40811 - City seal; custodian. The City Clerk is the custodian of the city seal.

40812 - Additional duties. He shall perform such additional duties as are prescribed by ordinance.

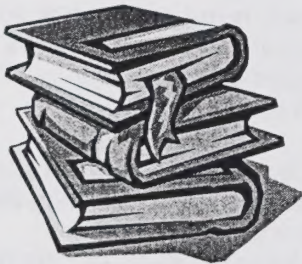
40813 - Deputies. The City Clerk may appoint deputies, for whose acts he and his bondsmen are responsible. The deputies shall hold office at the pleasure of the City Clerk and receive such compensation as is provided by the legislative body.

40814 - Oaths; affidavits; deposition; certifications. The City Clerk and his deputies may administer oaths or affirmations and take and certify affidavits and depositions pertaining to city affairs and business, which may be used in any court or proceedings in the State. The acknowledgment of an instrument may be made before a City Clerk and his deputies within the City in which they are appointed or elected.

Additionally, the statutes of the State of California prescribe the basic functions and duties of City Clerks in General Law Cities. Clerks in Charter Cities customarily have the same duties, but individual charter provisions may provide for variations or additional duties for the specific clerk and city.

The Government Code provides that the City Clerk shall perform such additional duties as are prescribed by ordinance. Thus, the duties and responsibilities of city clerks are not necessarily the same even in General Law Cities, and the City Clerks are subject to the exact requirements of his/her own city.

It has been established that the City Clerk's Department demonstrates some expertise in 25-35 different functional areas. This fact points out the diversity that symbolizes the routine of the City Clerk's Department.



NAPA MUNICIPAL CODE

CHAPTER 2.20 CITY CLERK

Section 2.20.010 Duties at council meetings.

The city clerk shall attend all meetings of the council and act as clerk thereof. The clerk shall keep a full, true and correct record of all proceedings of the council. (Rev. Code 1954, Sec. 1119)

Section 2.20.020 Records and files to be kept.

The city clerk shall keep the following records and files:

- A. A copy of every city ordinance in a book marked "Ordinances;
- B. A file of all official bonds;
- C. A record or file of all books, reports and documents which may be required by law, charter or this code to be recorded or filed. (Rev. Code 1954, Sec. 1120; Ord. No. 2082, Sec. 2, 1/17/72)

Section 2.20.030 Duty to cause publication.

The city clerk shall cause to be published in a newspaper of general circulation, published in this city, all franchise ordinances and all notices and other writings required to be published by law, charter or this code, or ordered published by resolution of the council. (Rev. Code 1954, Sec. 1121)

Section 2.20.040 Duty to post notices.

The city clerk shall post all notices required to be posted by law, the charter, or this code, or ordered posted by resolution of the council, unless it is specifically otherwise provided that it shall be the duty of another officer to post such notices. (Rev. Code 1954, Sec. 1122)

Section 2.20.050 Certifications.

The city clerk shall within one day after the following actions are taken certify said actions and sign said certifications authenticating his/her signature with his/her seal and deliver said certificate to the city auditor:

- A. Allowance of demands by the council;
- B. Appointment and qualification of any officer whether said appointment is by the city manager or council. Said certification is to state the name of the party appointed, the name of the office, the date or dates of appointment and qualification, and the name of the appointive authority.
- C. All entries in the minutes of the council of resolutions fixing compensation of officers or employees. (Rev. Code 1954, Sec. 1123)

Section 2.20.060 General financial duties.

The city clerk shall perform such duties with respect to filing claims or demands against the city, preparation of demand

vouchers, verification of the items thereof, filing of reports, accounts and the preparation of the budget and any other matters with respect to finances as shall be prescribed by the city auditor and approved by the city manager. (Rev. Code 1954, Sec. 1124)

Section 2.20.070 Sealing, authentication of documents.

The city clerk shall keep the seal of the city and authenticate his or her signature and seal all ordinances, and when directed to do so by law, the charter, this code or order of the council or city manager, he or she shall authenticate bonds, contracts and any other documents. (Rev. Code 1954, Sec. 1125)

Section 2.20.080 Duty to issue subpoenas, processes, notices.

The city clerk shall issue all subpoenas, processes and notices required to be issued by law, the charter, this code or order of the council or city manager. (Rev. Code 1954, Sec. 1126)

Section 2.20.090 Upkeep of code.

The city clerk shall keep this code up to date. More specifically, he/she shall:

- A. List chronologically all ordinances of this city, specifying the subject matter of each;
- B. At least semiannually cause all amendments to this code to be printed in loose-leaf form and insert such amendments and remove repealed and amended portions of this code from all copies and portion of copies in use by city officials, and shall have enough amendments printed to make a supply available to members of the public desirous of purchasing them. (Rev. Code 1954, Sec. 1127)

CITY CHARTER

EXECUTIVE AND ADMINISTRATIVE DEPARTMENTS

Appointive officers.

Section 75. The appointive officers of the City of Napa shall be a City Treasurer, a City Manager, a City Clerk and a City Attorney appointed by a majority vote of the City Council to hold office at the pleasure of the City Council; and a City Assessor, a City

Collector, a City Auditor, a Public Works Director, a Planning Director, a Finance Director, a Police Chief, and a Fire Chief, all to be appointed by the City Manager. The Council may from time to time by ordinance, designate other appointive officers. The appointive officers over whom the City Manager holds the power of appointment with the exception of the Fire Chief and the Police Chief may be removed by the City Manager at any time. Upon their qualification and appointment, each of the herein before stated officers whose positions are full-time shall become and remain a resident of the City of Napa during the time he is an officer except as herein otherwise stated. (Amended May 25, 1949; May 29, 1964; May 9, 1966.)

Appointment and removal of appointive officers.

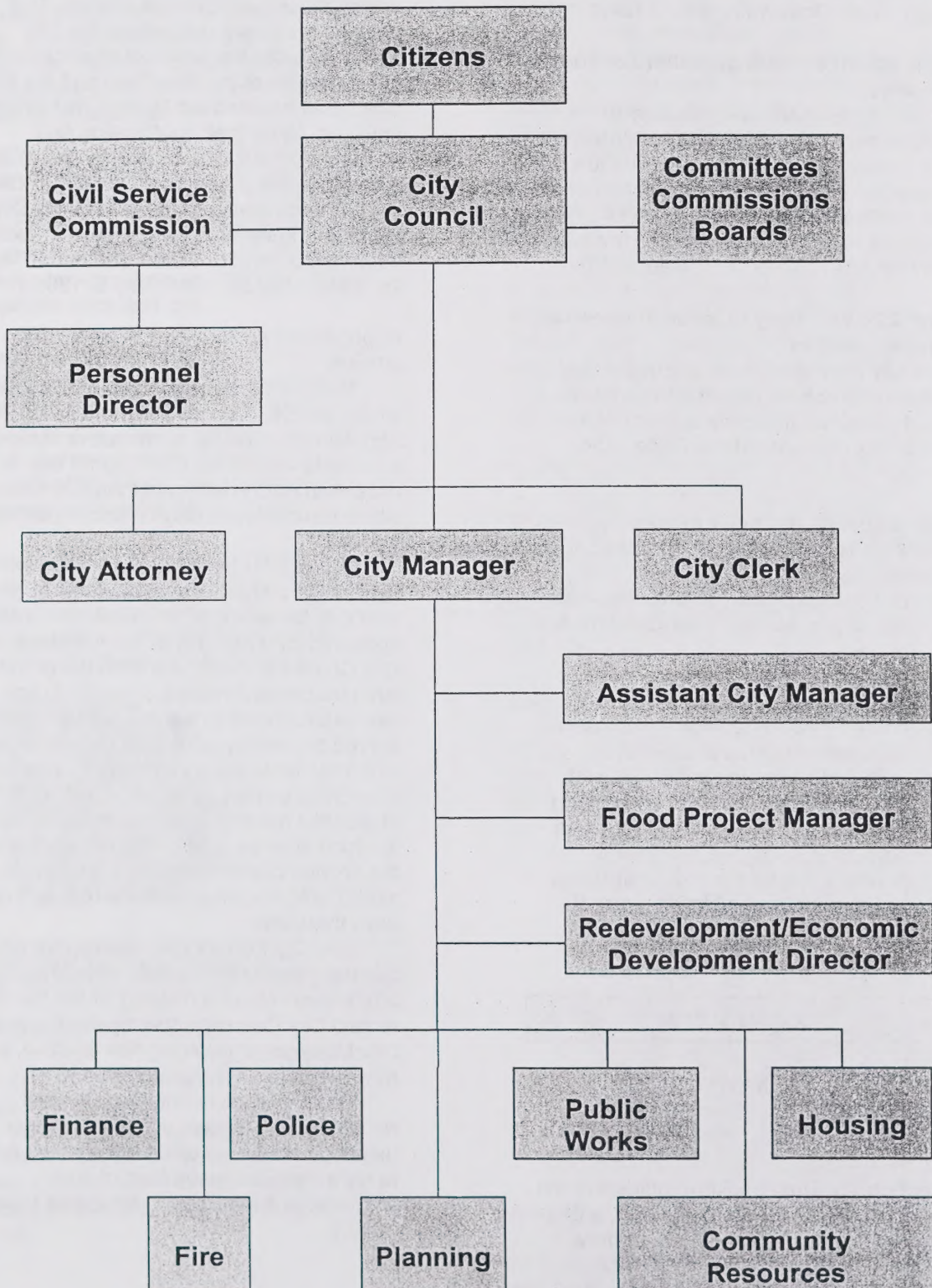
Section 76. All appointive officers over whom the City Council holds the power of appointment shall be appointed or removed by a majority vote of the City Council with the exception of the removal of the City Manager which removal may only be accomplished as follows:

At a regular meeting of the City Council, it shall adopt a resolution of intention to remove said City Manager, which resolution shall be approved by a majority of the members of the City Council and shall set forth the grounds for such proposed removal. A certified copy of said resolution of intention shall then be served personally upon said City Manager who shall have the right to defend himself against said charges before said City Council at a public hearing and at a time to be fixed by it, which shall be not less than two weeks after the service of said resolution of intention upon said City Manager and not more than thirty days thereafter.

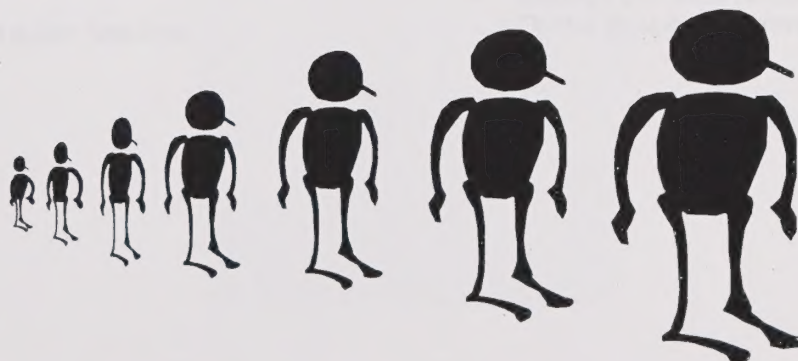
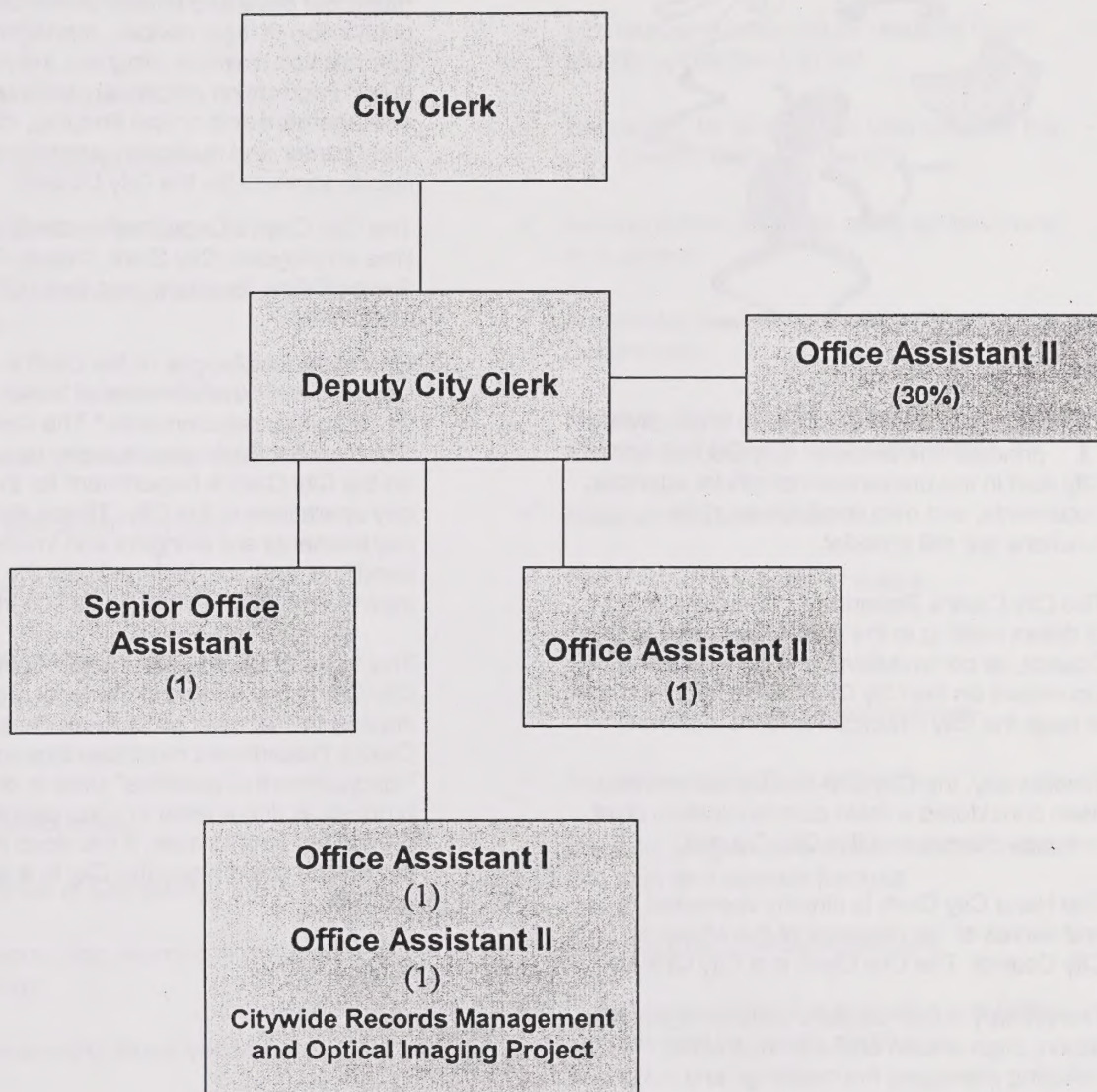
The City Council may thereupon, or within five days thereafter, enact a resolution by an affirmative vote of a majority of the members of said City Council, either by discharging said City Manager or retaining him in office, as it may by such resolution determine.

Pending such hearing and by said resolution of intention, the City Manager may be suspended from office but shall be entitled to his salary during the time of such suspension if reinstated. (Amended May 25, 1949.)

CITY OF NAPA ORGANIZATIONAL CHART



CITY CLERK'S DEPARTMENT ORGANIZATIONAL CHART



DEPARTMENT DESCRIPTION



The City Clerk's Department is usually the principal link between City Council and the City staff in the preparation of official agendas, documents, and minutes. However, the functions are still broader.

The City Clerk's Department handles a myriad of duties relating to the official business of City Council, its commissions and committees. It is incumbent on the City Clerk to be informed and to keep the City Councilmembers informed.

Traditionally, the City Clerk's Department has been considered a main communication point between citizens and the City Council.

The Napa City Clerk is directly appointed by and serves at the pleasure of the Mayor and City Council. The City Clerk is a City Official.

The primary responsibilities include legislative action, organization and administration, including managing the meetings and actions of the City Council, public relations, liability and claims processing, campaign and statement of economic interest reporting, municipal

elections, bid and contract administration, municipal code and charter administration, publication of legal notices, management of the commission member program, serving as chief public information officer, city-wide records management and optical imaging, city-wide copy center and mailroom operations, and liaison services for the City Council.

The City Clerk's Department consists of six full-time employees: City Clerk, Deputy City Clerk, Senior Office Assistant, and three Office Assistants.

One of the challenges of the Clerk's Department is the dilemma of "other services" vs. "statutory requirements." The California Government Code places many requirements on the City Clerk's Department for the day-to-day operations of the City. These statutory requirements are stringent and involve deadlines and are designed with the intention of minimizing liability of the City's actions.

The "level of service barometer" is affected by City Council actions and the legal requirements imposed as a result of those actions. The Clerk's Department must stay in a constant "readjustment of priorities" state in order to process all documents in accordance with prescribed time frames. If this does not happen, the results could place the City in a liable position.

EXAMPLES OF DUTIES

- ✓ Financial statements; publication or posting (prepared and administered by the Finance Department)
- ✓ Ordinance book; certificate
- ✓ Maintain custody of records
- ✓ Serve as Clerk of the Council
- ✓ Record and maintain proceedings of Council meetings
- ✓ Attest, publish, index and file ordinances
- ✓ Attest, index and file resolutions
- ✓ Maintain custody of City Seal
- ✓ Administer and file Oaths of Office
- ✓ Conduct elections
- ✓ Receive petitions relating to initiative, referendum or recall
- ✓ Attest to subpoenas
- ✓ File Affidavits of Completion
- ✓ Duties concerning improvement district proceedings
- ✓ Duties concerning street vacations
- ✓ Duties concerning filing of claims and claims administration (in coordination with the City Attorney and City's Claims Administrator)
- ✓ Give notice of public hearings
- ✓ File official bonds
- ✓ Maintain appointive list as required under Maddy Appointive List Act
- ✓ Repository for documents addressed to the City Council and/or to the City
- ✓ Answer citizen inquiries made by telephone or in person
- ✓ Administer the functions of the City Clerk's Department
- ✓ Maintain Napa Municipal Code Book, the City Charter and Council policy resolutions
- ✓ Receive and open bids
- ✓ Provide forms to register voters
- ✓ Accept subpoenas
- ✓ Act as City archivist and/or historian
- ✓ Process recordable documents
- ✓ Manage, prepare and assemble City Council agendas and agenda packets
- ✓ Manage Copy Center operations
- ✓ Coordinate agreement execution and follow-up, maintain insurance certificates
- ✓ Manage Public Information functions, particularly for disaster related events
- ✓ Manage City wide Records Management and Optical Imaging Program

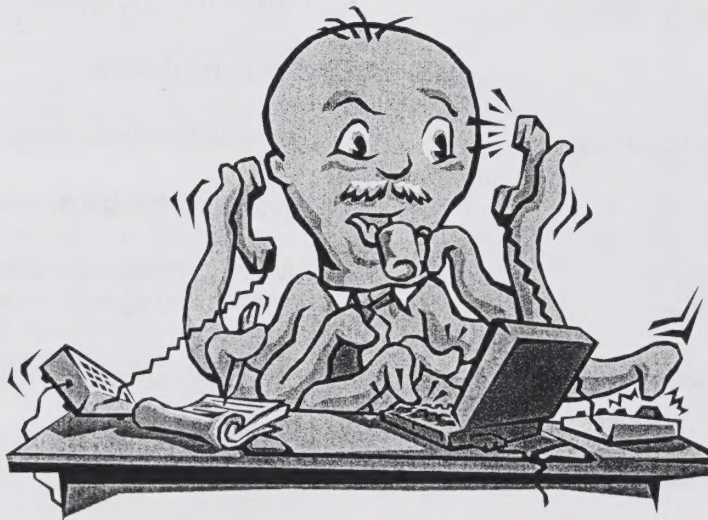
The City Clerk's Department is the keeper of most City documents. These include agreements, Council meeting minutes, Council policies, deeds, recorded ordinances and resolutions, assessment districts, bond sales, franchises, etc.

The various departments within City Hall are dependent on the Clerk's Department for access to these documents and for obtaining copies of such to facilitate their daily needs.

Since constant reference must be made to the records in the custody of the City Clerk's Department, an efficient City Clerk's Department can greatly assist in facilitating the proper and accurate flow and accomplishment of administrative work.

To this end, the City established a City-wide records management and optical imaging program. The overall goal of this program is to maintain accuracy and consistency in the creation, maintenance, and disposition of records while allowing the maximum level of access to timely, accurate information using advanced technology. Check us out on our web page; records can be accessed from this site.

The management, preparation, publication, and dissemination of the agenda and agenda items for the City Council is an ongoing, interdependent activity. A number of timely, coordinated actions must be performed on a weekly basis. If problems and delays are to be avoided, all departments must adhere to fundamental formatting and procedural requirements.



CITY COUNCIL GOALS

♦ **Economic Vitality**

Programs, policies, and procedures that support both the retention of existing businesses and attraction of new businesses to the City. Discussions regarding economic vitality emphasize the need to be strong in this area in order to generate revenues that support the financing of other goals, objectives and priorities.

♦ **Neighborhood Improvements**

Discussions in this area focus on meeting the direct needs and interests of the City's residents including safe, clean and attractive living environments. Local issues surrounding neighborhoods focus on the need for effective police, fire and code enforcement services.

♦ **Technology and Working Smart**

This broad goal/objective touches directly on the need to identify and implement available technologies that impact directly the way we do our work. A supporting message emphasizes the need to "work smart." Working smart recognizes that resources are finite yet service quality and expectations, in most cases, are not.

♦ **Community-Wide Safe Environment**

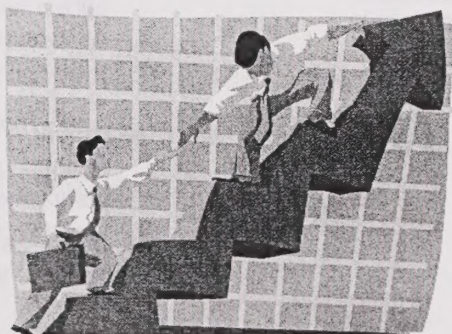
Recognizing the numerous traffic related tragedies that the community has recently experienced, discussions in this area focus on making sure we are doing everything that we possibly can to improve our ratings in this area as well as other "safe community" efforts such as crime prevention, youth services, fire and public safety and disaster preparedness.

♦ **Internal/External Communication and Cooperation**

This is a very broad objective that builds on the concept of working smart. Discussions brought under this broad heading include an emphasis on working more effectively with outside agencies and jurisdictions; keeping communication open with these external agencies; and building a strong communication and team-work effort internally involving all employees and staff.

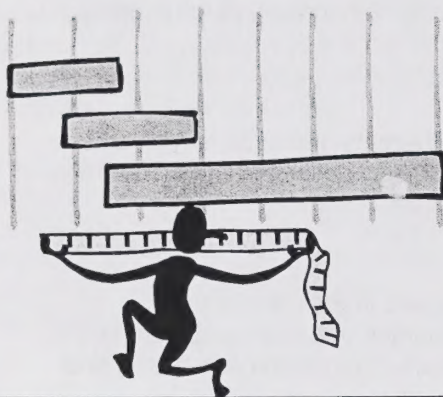
♦ **Infrastructure Improvement**

Discussions in this area recognize the need to take a long-term look at our infrastructure. This priority re-emphasizes the fact that our street, storm drain, water, sewerage and related systems serve as the foundation for all services that the City provides.



LEVELS OF SERVICE

CITY CLERK'S DEPARTMENT



ADMINISTRATION

- A. Legislative Actions and Policies - provide related information to Council, staff and the public
- B. Agenda preparation/coordination:
 - 1. Prepare draft and final agenda managing the number of items practically able to be considered at that meeting
 - 2. Coordinate and/or prepare agenda summary reports
 - 3. Assemble and distribute agenda packets
 - 4. Maintain Three-Month Calendar scheduling and tracking upcoming agenda items
- C. Minutes/Ordinances/Resolutions - following adoption:
 - 1. Prepare and distribute to Council, staff and the public
 - 2. Index (legislative history to provide up-to-date history of legislative actions)
 - 3. Research
- D. Records Management:
 - 1. Procedures - access, retention, disposal, storage
 - 2. Archives
- E. Office Technology:
 - 1. Seek ways in which processing information is streamlined and accessible to the general public and staff
 - 2. Keep up with the latest trends in information management and processing
- F. Documents:
 - 1. Processing - execution, recordation
 - 2. Receipt - agent for Council and City for lawsuits/claims
 - 3. Availability to Council, staff and public
- G. Liability and Claim Processing:
 - 1. Receipt and logging
 - 2. Law changes
 - 3. Coordinate administration with City Attorney and Claims Administrator
 - 4. Coordinate risk management activities for City
- H. Municipal Code/City Charter/Policy Resolutions:
 - 1. Preparation and maintenance
 - 2. In-house Codification
 - 3. Availability to Council, staff and public
- I. Public Notices - Publication and filing
- J. Bid Openings:
 - 1. Bid advertising, sales and information, opening process, bond releases
 - 2. Document processing and official filing
- K. Agreement Administration:
 - 1. Processing and distributing
 - 2. Tracking insurance and term of agreement
 - 3. Accessibility to Council, staff and public
 - 4. Staff training
- L. Insurance:
 - 1. Maintain up-to-date files for City insurance
 - 2. Maintain up-to-date files for agreements

M. Advisory Commissions

1. Recruitment/orientation program
2. Maintenance of master lists
3. Commission Member Appreciation Program
4. Oaths and Form 700 processing

N. Official Seal - Custodian

O. Oaths of Office for elected officials, City employees, and appointed commission members

P. Annexation:

1. Public notice and scheduling of hearings
2. Process annexation notification to County/State agencies
3. Mailing of City "Welcome Packet"

Q. Public Relations:

1. Disseminate information about City occurrences, programs, improvements and regulations to the public and media
2. Coordinate special projects as assigned by Council
3. "City Hall on the Road" – educational outreach to students

R. Public Information Office

1. Manage Public Information "Hotline"
2. Manage Public Information Center
3. Prepare media releases
4. Train and coordinate activities of Public Information Team
5. Train new employees on Standard Emergency Management System

S. Conflict of Interest (City Council, staff, advisory commissions)

1. Maintain/update City's Conflict of Interest Code Filing official for Statements of Economic Interests
2. Noticing service
3. In-service workshops
4. Availability to the public

T. Council Services:

1. Certificates of Appreciation
2. Special projects
3. Advocacy with League of California Cities
4. Proclamations/special presentations
5. Legislative Bill tracking and analysis

U. Sister City Liaison:

1. Organize activities related to Sister City events in coordination with the Office of Protocol
2. Member of Sister City Committee

CITYWIDE RECORDS MANAGEMENT AND OPTICAL IMAGING PROGRAM

A. Manage Citywide Records Coordinator team to insure adherence with Council adopted standards

B. Meet with each department to provide project oversight on records management practices and principles in accordance with State law

C. Manage citywide optical imaging of official documents to provide an accessible and efficient means of records retention and retrieval

D. Monitor and assess departmental document input plans to insure the goals and needs of the departments are met

E. Train new employees on use of LaserFiche system

F. Maintain public access via web page

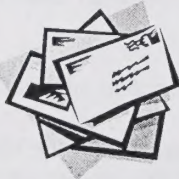
G. Monitor and assess Citywide Records Retention Schedules and methods of destruction to insure consistency of managing records in accordance with adopted standards

H. Maintain Records Management Manual and provide training to City staff in the responsibilities of records management



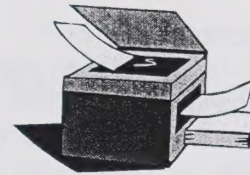
ELECTIONS

- A. Election Management:
 - 1. General Municipal – March, odd years
 - 2. Special elections - as called
 - 3. Candidate orientation
 - 4. New Councilmember orientation
 - 5. Mayor's "Pass the Gavel" ceremony
 - 6. Initiatives, referendums and recall petitions - processing
 - 7. Civil Service Commission
 - 8. City Employee Association Board of Directors
- B. Campaign and Economic Disclosure (Council, staff, local campaign committees)
 - 1. Filing and review agent
 - 2. Noticing
 - 3. In-service workshops
 - 4. Availability to public



MAIL ROOM

- A. Distribute incoming mail to departments
- B. Forward outgoing mail to U.S. Post Office from City departments
- C. Maintain postage meter and equipment
- D. Distribute documents received by facsimile transmission
- E. Maintain facsimile equipment

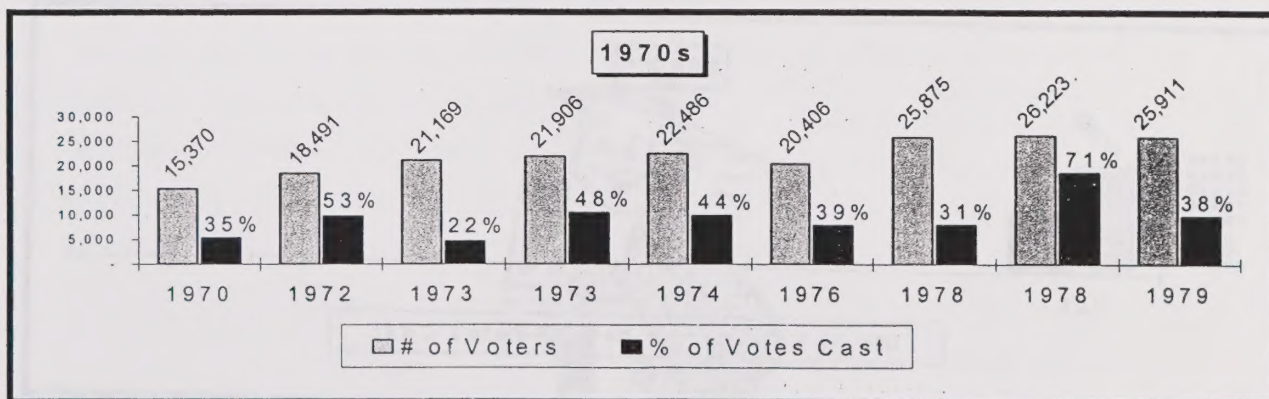
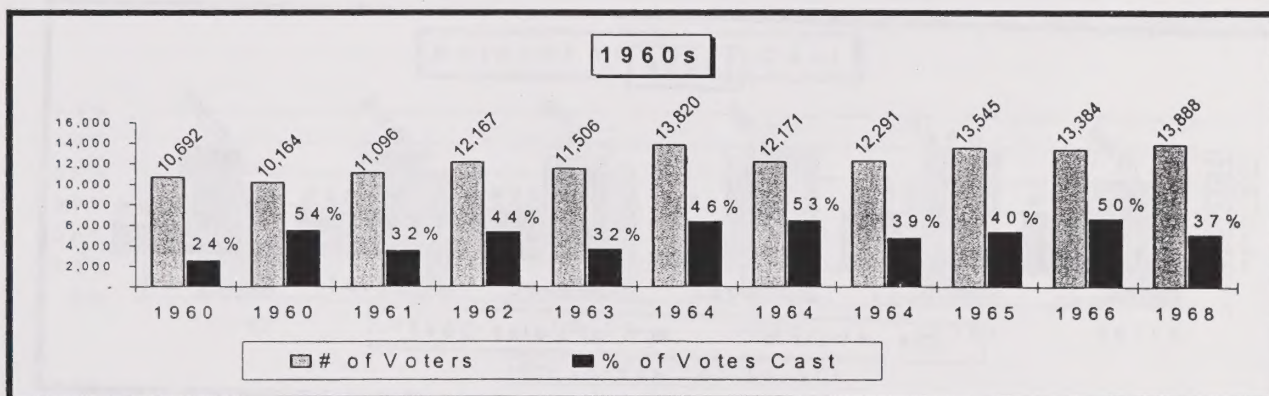
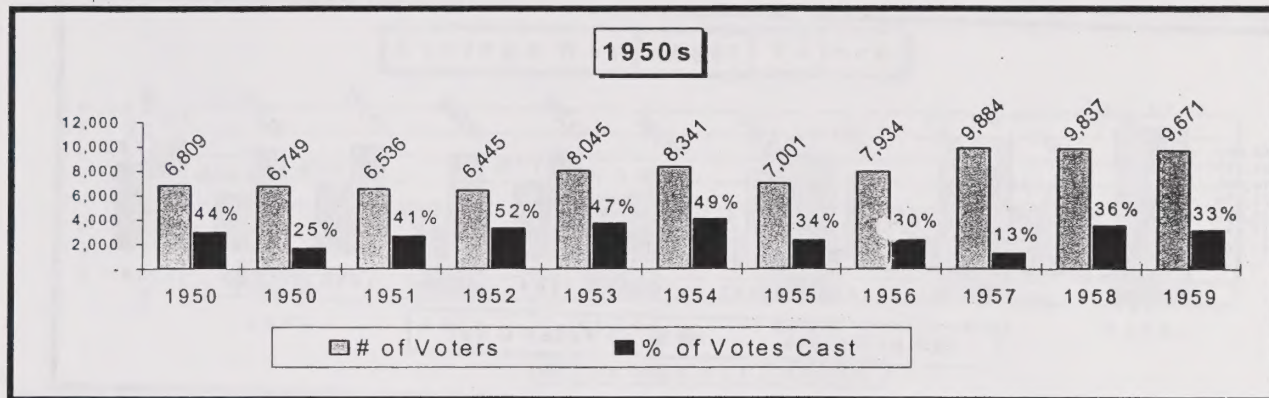


COPY CENTER

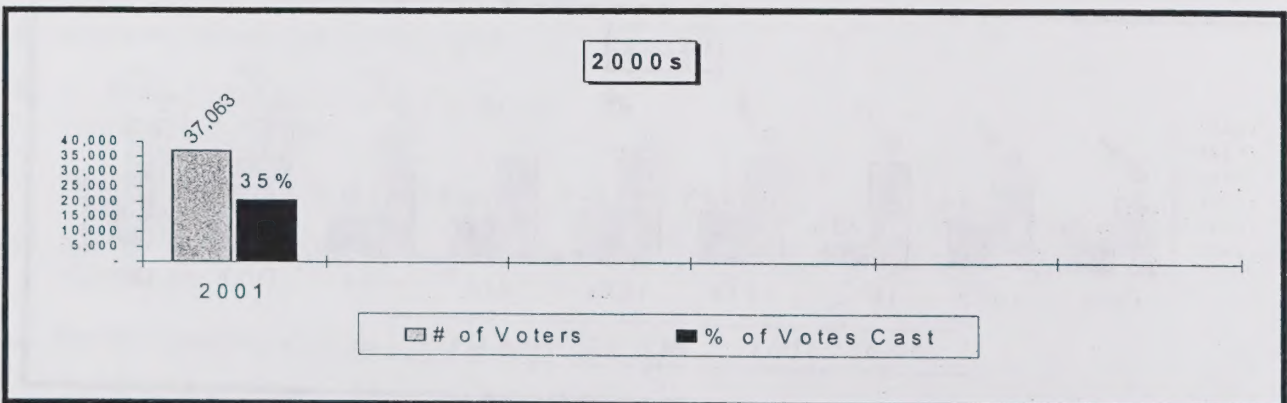
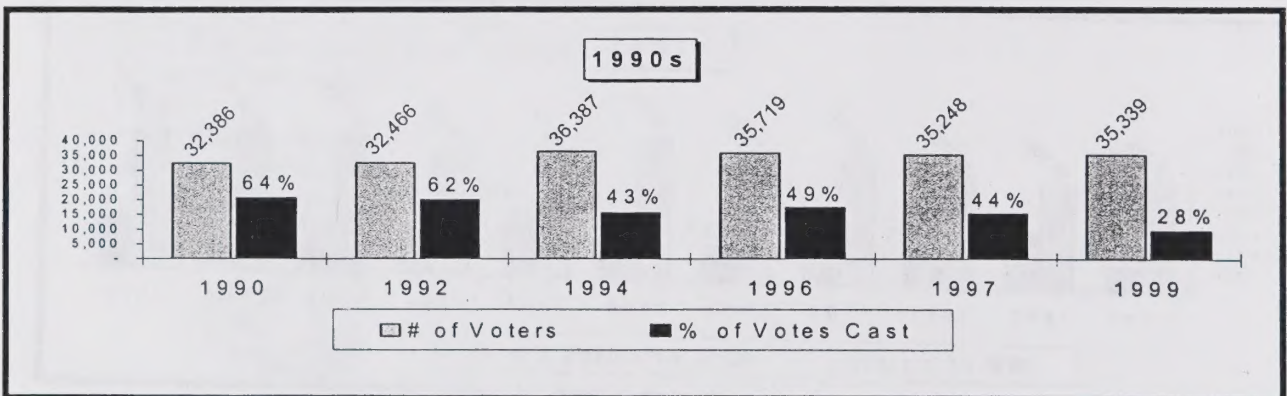
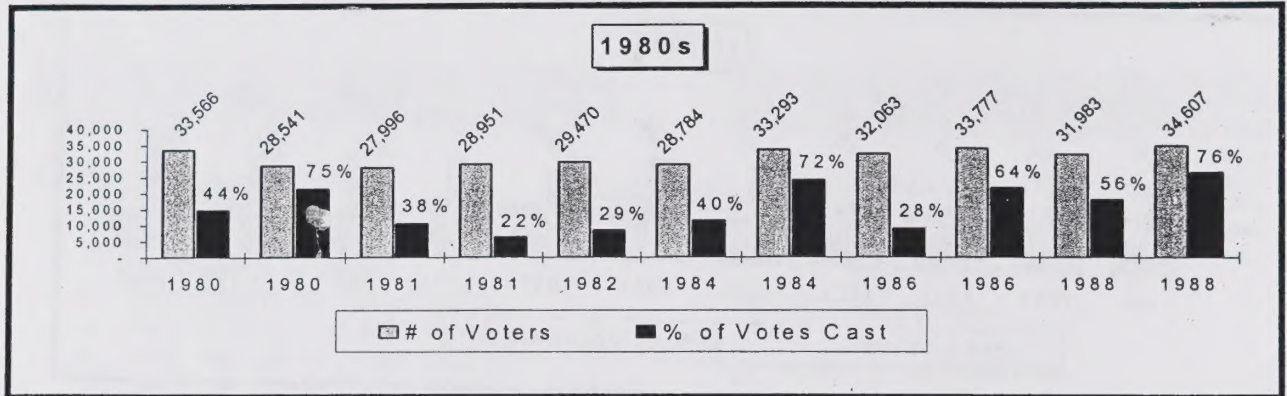
- A. Monitor effectiveness of equipment
- B. Maintain copy machines
- C. Coordinate training
- D. Allocate annual expenses

HISTORY OF VOTING PERCENTAGES

1950 - 2002

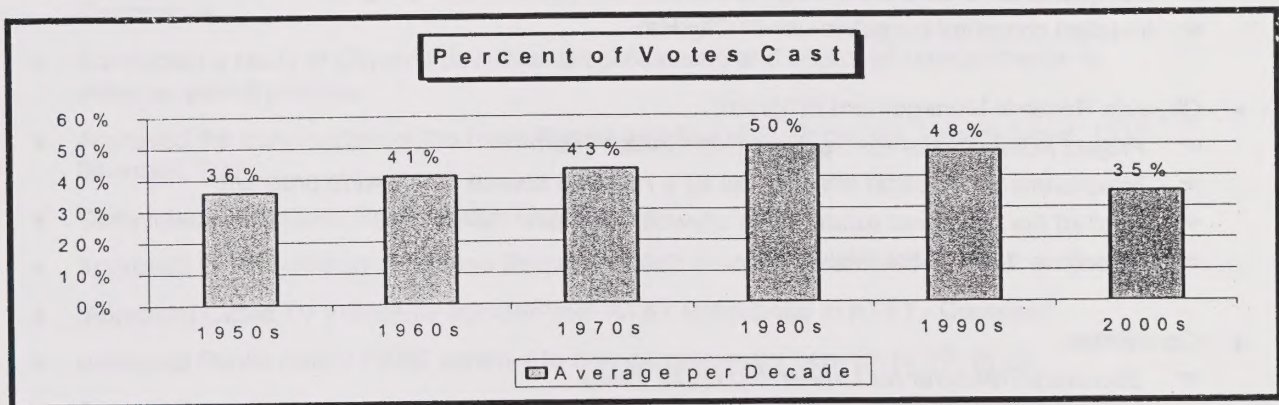
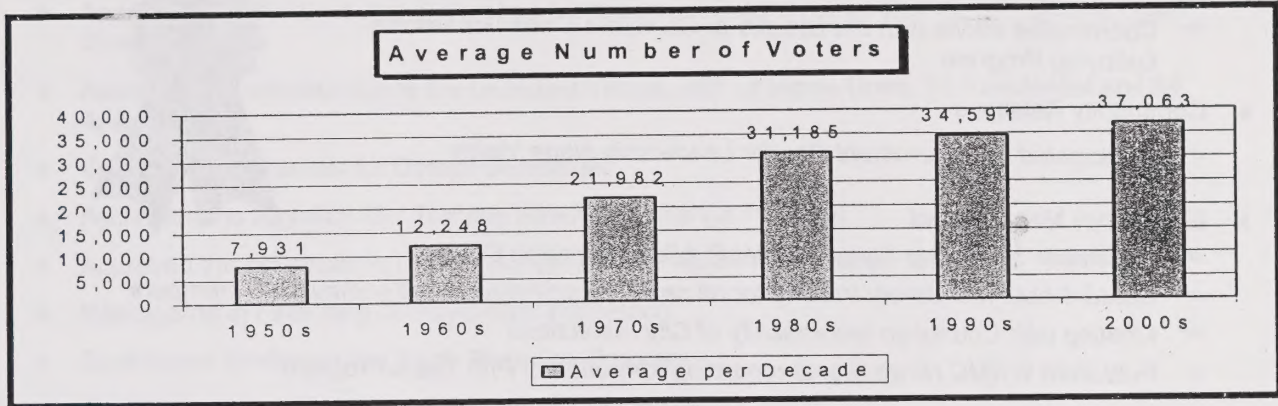


HISTORY OF VOTING PERCENTAGES 1950 - 2002



HISTORY OF VOTING PERCENTAGES

1950 - 2002



2002 CITY CLERK HIGHLIGHTS

◆ Council Services

- ☞ *Sister City and Office of Protocol Visit from Iwanuma Japan and China*
- ☞ *Coordinated efforts with the League of California Cities Grassroots Lobbying Program*

◆ Community Relations

- ☞ *Participated in Government Day for Leadership Napa Valley*

◆ Emergency Management

- ☞ *December 16 El Nino Storm – Chief Public Information Officer*
- ☞ *SEMS 1 hour mandatory training for all new City employees and commission members*
- ☞ *Meeting with County on recordability of City resolutions*
- ☞ *Published in IIMC News Digest regarding formation of PIO Team/Program*

◆ Information Management

- ☞ *Reformatted the Napa Municipal Code and added to the City's web page*
- ☞ *Comprehensive review of Policy Resolution No. 16 (fees and charges)*
- ☞ *Installed computer for public use at City Hall*

◆ Citywide Records Management Program

- ☞ *Project Administrator for Records Coordinator Team*
- ☞ *Establishment of Optical Imaging fee as a revenue source for citywide program*
- ☞ *Justified the continued existence of citywide program*
- ☞ *Laserfiche "Live on the Web"*

◆ Committees

- ☞ *Secretary/Treasurer for Leadership Napa Valley*
- ☞ *League of California Cities Administrative Services Committee*
- ☞ *Napa City and County Disaster Education Task Force*
- ☞ *City Clerks Association of California Legislative Committee*
- ☞ *Member of the Board of Directors of the International Institute of Municipal Clerks*
- ☞ *2002 Annual Commission Member Appreciation Banquet*
- ☞ *City Capital Improvement Projects Committee*
- ☞ *9/80 Work Week Committee*
- ☞ *Clerks quarterly for Napa County*

◆ Elections

- ☞ *Campaign reporting and Statements of Economic Interests*
- ☞ *Successful campaign for legislative amendments to the Elections Code*
- ☞ *Civil Service Commission Election*
- ☞ *March 2003 Election preparations*



2002 LEGISLATIVE HIGHLIGHTS

- ◆ Participated in implementation of new Countywide Land Use Housing Strategy Committee
- ◆ Approved Maintenance and Watershed Management Program cost sharing with County Flood Control
- ◆ Approved the construction of the La Homa Village, 797 La Homa Drive, 18 Residential and 24 Apartments
- ◆ Established of Residential Design Guidelines
- ◆ Facilitated the Highway 29 / Trancas Street Interchange Program
- ◆ Approved the construction Lincoln Gardens, 30 Apartments, 1802 F Street
- ◆ Participated in Financing of Playground Fantastico
- ◆ Contributed funding to the Youth Diversion Program
- ◆ Fire Station No. 4 Financing and Development in South County
- ◆ Water Rates – No Increase!
- ◆ Approved the construction of the Valley Oak Villas, 2774 Kilburn, 56 Condos and 29 Residences
- ◆ Conducted a study of Citywide development processing and approved reorganization to enhance permit process
- ◆ Approved the construction of the Napa Resort and Spa, 351 Room Full Service Hotel, 1515 Silverado Trail
- ◆ Completed the Second Street Bridge Construction
- ◆ Approved the acquisition of 35 Acre Property at 620 Trancas Street (Miller)
- ◆ Approved Cable TV Franchise transfer from AT&T Broadband to AT&T / Comcast
- ◆ Amended Public Safety PERS contract to change retirement benefits to 3% @ 55
- ◆ Approved sever-year Memorandum of Understanding with the Napa City Firefighters
- ◆ Joined CSAC insurance pool for the City's auto, liability and Workers' Compensation coverage
- ◆ Refinanced the Napa Corporate Park Assessment Bonds
- ◆ Financed the purchase of Napa Municipal Golf Course maintenance equipment
- ◆ Retrofitted all traffic signals with LED lighting
- ◆ Approved Automatic Aid Agreement with the County of Napa
- ◆ Approved the seismic rehabilitation of Fire Station No. 2
- ◆ Adopted the 2000 Uniform Fire Code and 2001 California Fire Code
- ◆ Conducted a comprehensive review of Policy Resolution No. 16 (fees and charges), including the establishment of a new Records Management and Optical Imaging Fee

SYNOPSIS OF 2002 LEGISLATIVE ACTIVITY

The City Clerk's Department is responsible for maintaining several different types of documents. The following is provided for your information (this is not all inclusive, but a few samples to give you an understanding of the volume):

	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Totals
<u>City Council Meetings</u>					
Number of meetings:	9	12	9	8	38
Total number of hours:	21	23	27	25	96
Approx. number of items/actions:	73	103	98	80	354
Pages in packets:	709	2,980	2,203	2,241	8,133
Pages of minutes produced:	41	50	47	48	186
Average meeting (in hours):	2	2	3	3	10
<u>Resolutions Adopted</u>	55	92	91	70	308
<u>Policy Resolutions Amended/Adopted</u>	9	1	2	2	14
<u>Ordinances Adopted</u>	3	6	8	10	27
<u>Commission Vacancies Filled</u>	1	5	15	5	26
<u>Municipal Code Supplements</u>	0	0	4	1	5
<u>Charter Amendments</u>	0	0	0	1	1
<u>Agreements Processed</u> (including extensions & amendments)	55	56	122	71	304
<u>Total Agreements Maintained</u>	1,100	1,400	1,522	1,670	5,692
<u>Agenda Report/Agreement Processing Workshops Held</u>	1	0	0	0	1
<u>Insurance Renewals Processed</u>	130	280	180	190	780
<u>Claims Received/Processed</u>	10	30	25	24	89

	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Totals
<u>Public Information Activities</u>					
PIO Workshops	0	0	1	0	1
SEMS Training Seminars:	1	0	0	0	1
Disaster Education Task Force Mtgs	1	2	0	1	4
Disaster Education Task Force Booth	1	0	1	0	2
Press Releases	1	0	1	15	17
<u>Annexations Processed</u>	0	0	3	0	3
<u>Assessment Districts (new/amendments)</u>	0	2	0	0	2
<u>Bid Openings Conducted</u>	4	6	4	1	15
<u>Number of Plans & Specs sold</u>	63	68	91	23	245
<u>Number of Plans & Specs faxed</u>	87 pgs	197 pgs	143 pgs	14 pgs	441
<u>Elections Conducted</u>					
Civil Service	0	1	0	0	1
NCEA Board of Directors	1	0	0	0	1
Municipal Election	0	0	0	0	0
<u>Statements of Economic Interest rec'd</u>	149	80	8	4	241
<u>Campaign Statements Received</u>					
Candidates/Committees	8	4	8	0	20
Office Holders	12	0	5	1	18
<u>Records Management:</u>					
Number of Documents Scanned	3,980	3,556	3,861	5,415	16,812
Number of Pages Scanned	14,411	13,069	21,182	28,386	77,048
Total Documents Scanned to Date	32,754	36,310	40,171	45,586	45,586
Total Pages Scanned to Date	105,056	118,125	139,307	201,151	201,151
Total Pages Quality Controlled to Date	105,056	118,125	139,307	201,151	201,151
Number of Employees Trained on Laserfiche	2	2	1	2	7
Total Trained to Date	66	68	69	98	98
<u>Mail Count (monthly average)</u>					
Incoming	27,258	28,776	32,208	27,126	115,368
Outgoing	36,021	41,041	37,453	24,997	139,512

	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Totals
<u>Revenue generated</u>					
Photocopies	\$42.10	\$340.20	\$28.10	\$57.70	\$468.10
Notary Fees	10.00	50.00	50.00	10.00	120.00
Audio Tapes	105.00	0	15.00	0	0
Subscriptions (<i>agendas, minutes</i>)	0	0	0	1	1
Appeals	300.00	300.00	\$750.00	(4) 600.00	1,950.00
Facility Rentals	50.00	50.00	\$241.38	(5) 266.38	607.76
Misc. (<i>late fines, etc</i>)	10.00	100.00	10.00	0	0
Total	\$ <u>517.10</u>	\$ <u>840.20</u>	\$ <u>1,084.48</u>	\$ <u>934.08</u>	\$ <u>3,145.86</u>

Sister City Functions / International Delegations

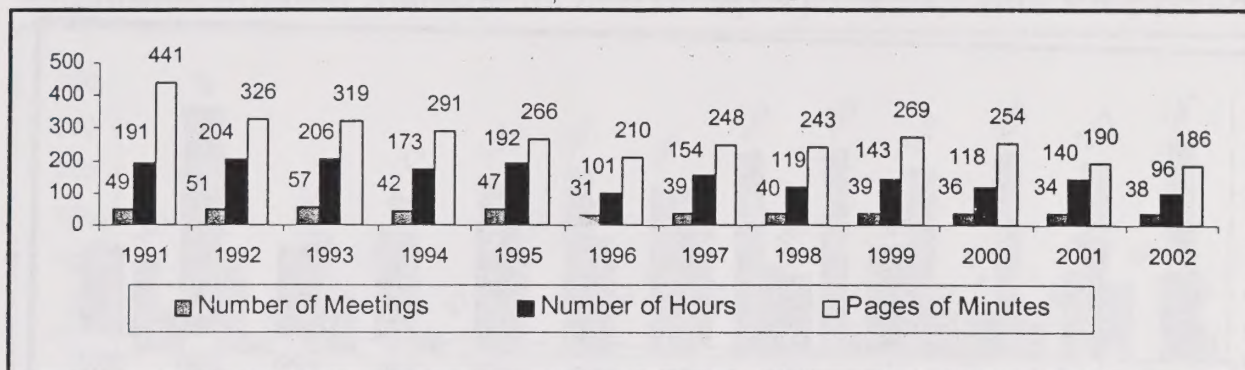
Iwanuma	(1)-2/15/02	0	0	0	1
Launceston	0	0	0	0	0
Friendship Cities	0	0	1	0	1

Clerk Activities

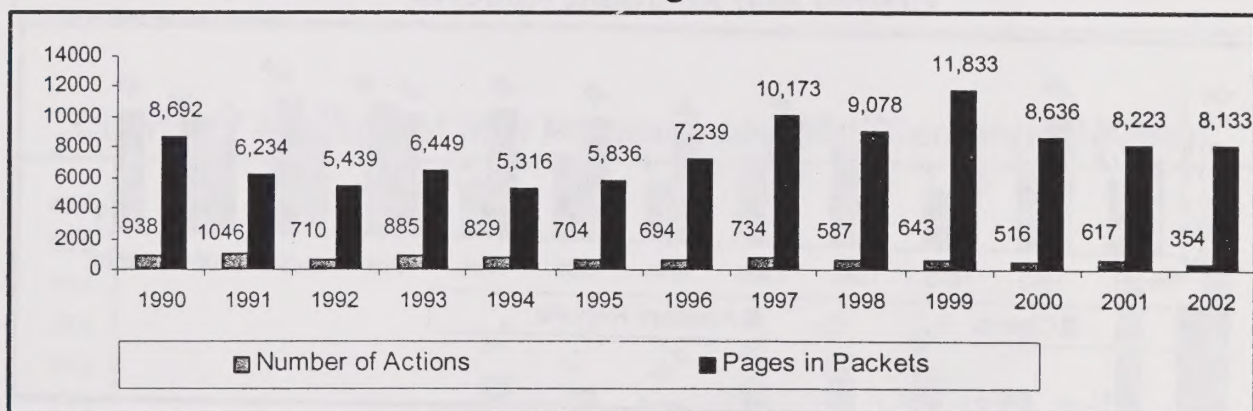
Clerk Quarterly	1	1	1	1	4
Admin Svcs Committee	1	0	0	0	1
Commission Banquet	0	(1)- 5/9/02	0	0	1

CUMULATIVE SYNOPSIS OF LEGISLATIVE ACTIVITY 1991 – 2002

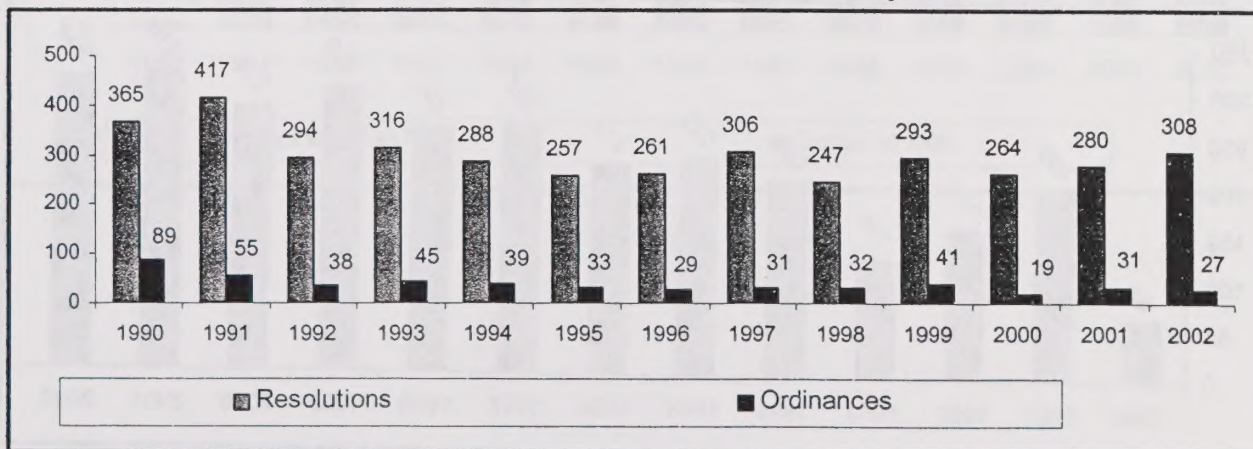
City Council Meetings



Council Meeting Activities

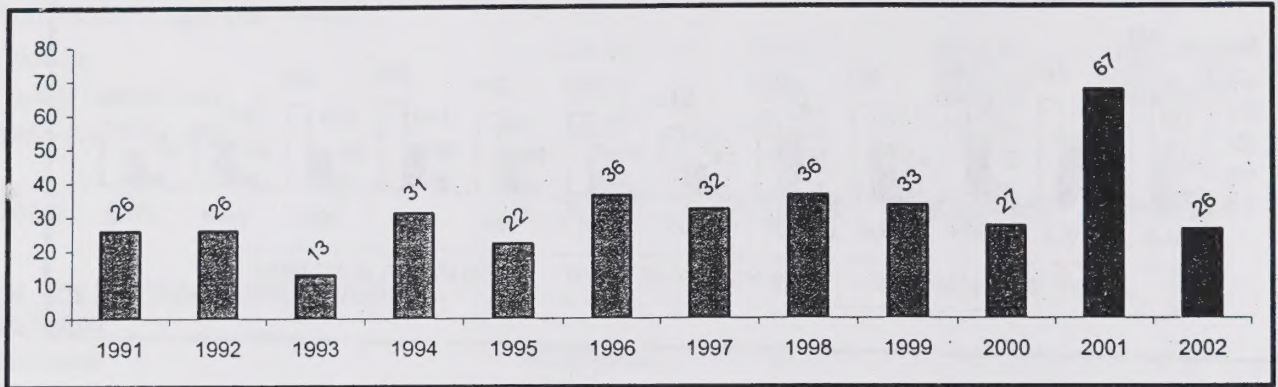


Resolutions and Ordinances Adopted

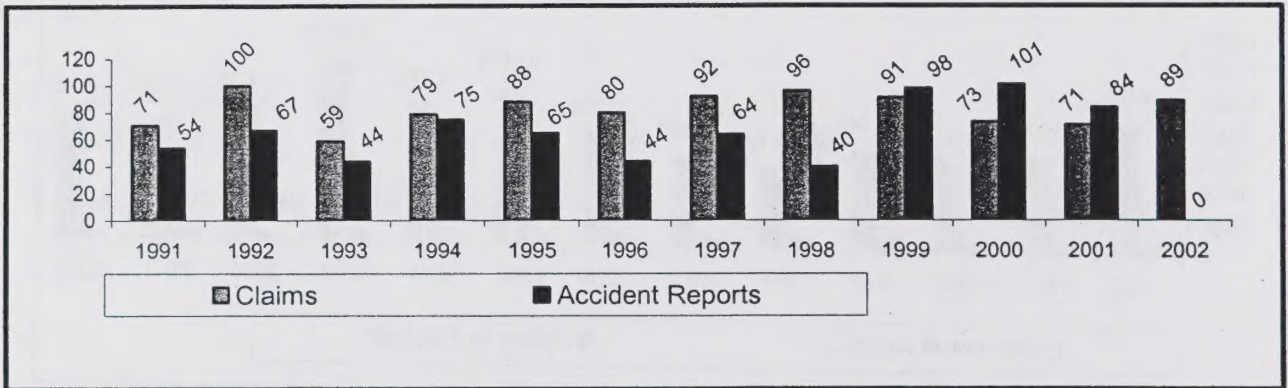


CUMULATIVE SYNOPSIS OF LEGISLATIVE ACTIVITY 1991 – 2002

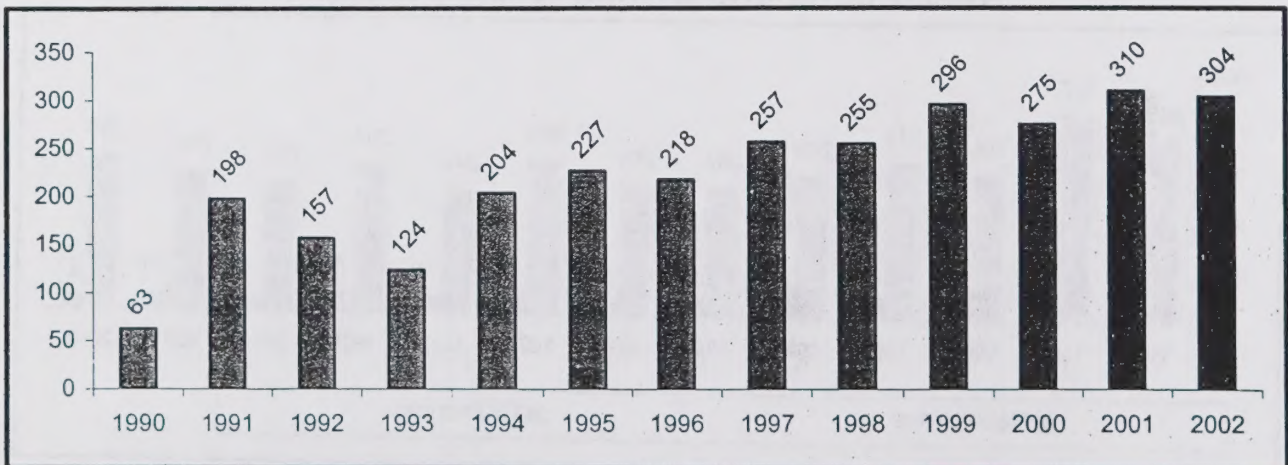
Commission Vacancies Filled



Claims and Accident Reports

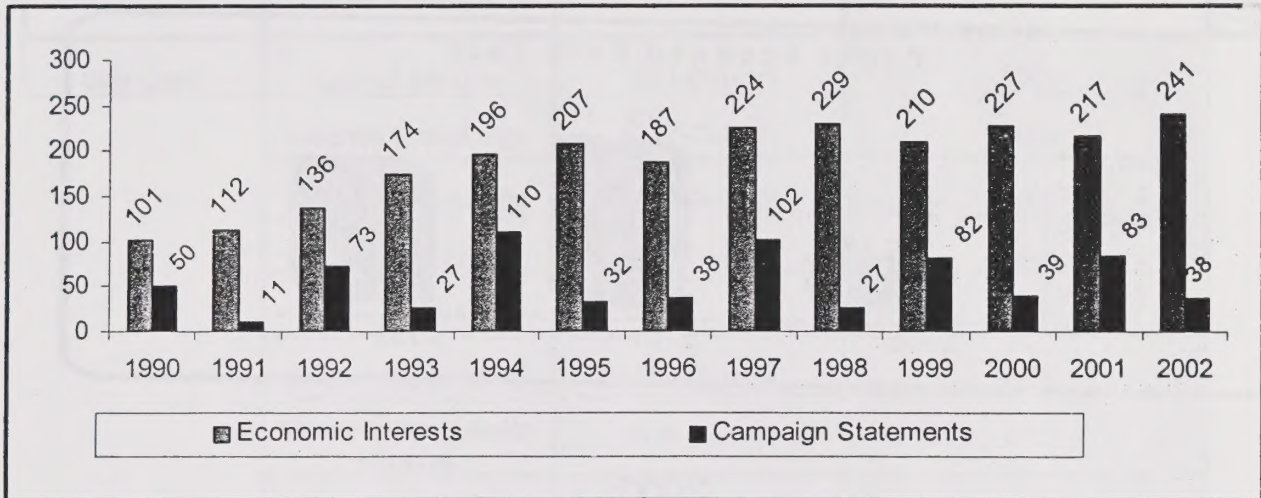


Agreements and Amendments Processed

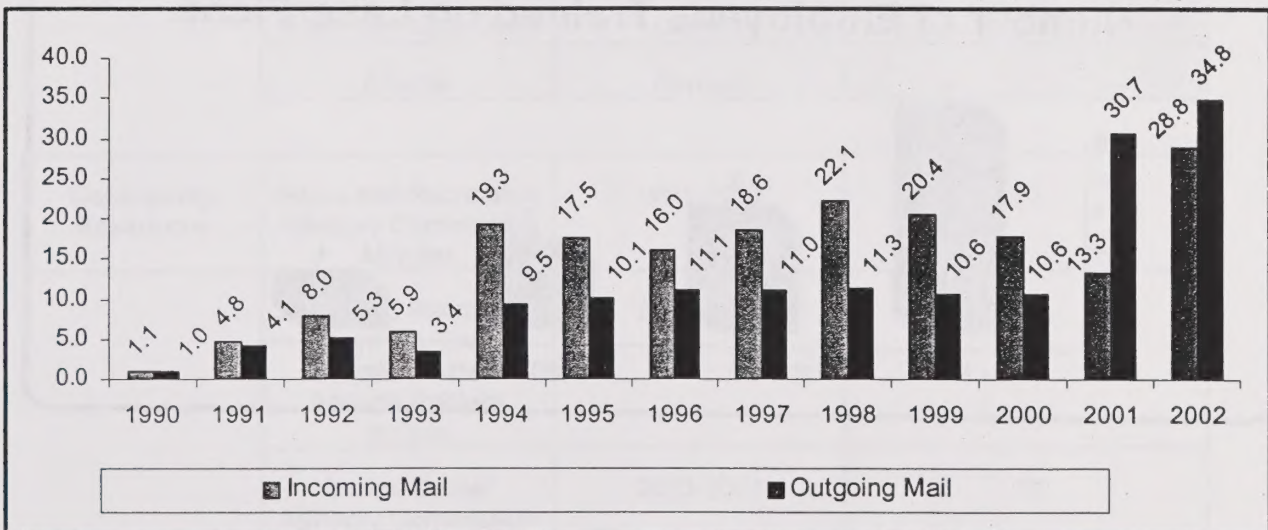


CUMULATIVE SYNOPSIS OF LEGISLATIVE ACTIVITY 1991 – 2002

Economic Interest Statements and Campaign Statements Processed

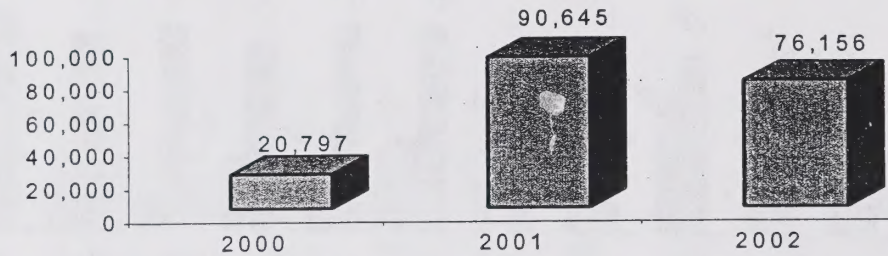


Quarterly Average of Mail Processed by Mail Center (in 1000's)



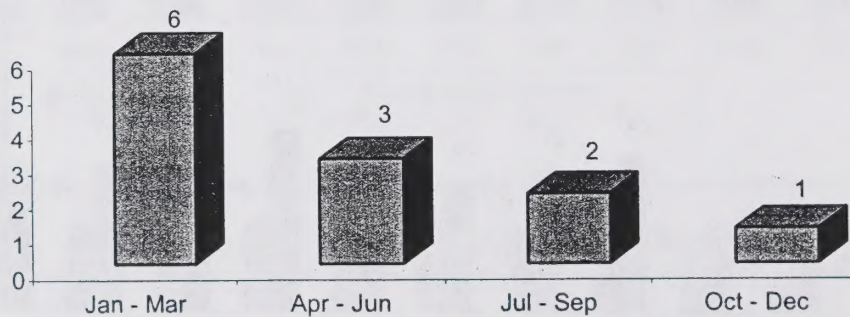
CITYWIDE OPTICAL IMAGING PROGRAM ACTIVITY CUMULATIVE SYNOPSIS

Pages Scanned Each Year



2002

Number of Employees Trained on LaserFiche



WHAT IS IN LASERFICHE?

Public Information as of December 31, 2002

Department	Type of Documents	Date Range	Total Documents In LaserFiche
City Clerk	Council Minutes	1961-Current	3081
	Council Ordinances	1977-Current	1302
	Council Resolutions	1982-Current	6866
	Council ASRs	1974-Current	2246
	Council Agendas	1997-Current	194
	Council Agreements	1904-Current	1810
	Planning Commission Minutes	1976-Current	670
	Cultural Heritage Commission Minutes	1991-2001	124
	Policy Resolutions	Current	
	Napa Municipal Code	Current	
	Charter	Current	

Community Resources	Parks and Recreation Advisory Commission Minutes	1991-2002	93
	Parks and Recreation Bicycle & Trails Subcommittee Agenda Packets Bylaws	2000-2001	10
	Senior Center Advisory Commission Minutes, ASR's, ByLaws	2000-2001	18
	Tree Advisory Commission Minutes, ASR's, ByLaws	2001-2002	11
	Projects: COPIA	1993-2000	20

Department	Type of Documents	Date Range	Total Documents In LaserFiche
Fire	Commercial Inspections	1970-Current	263
	Commercial Permits	1972-Current	812
	Residential Inspections	1989-Current	92
	Residential Permits	1988-Current	92
	Violation Memo	1995	2

Housing	Housing Authority Agendas	2000	14
	Housing Authority Agenda Staff Reports	2000	41
	Housing Authority Minutes	1990-2000	141
	Housing Authority Resolutions	1995-2001	175

Redevelopment	*RA Minutes	1969-Current	717
	*RA Resolutions	1969-Current	987
	Annotated Agendas	1996-2001	72
	Agenda Staff Reports	1996-2001	147
	Easements	1998-2001	22
	Project Files: COPIA	1995-2001	23

Planning	Project Files: UP's, SA's, PEIR's, VA's, GEIR's, GP's	1959-1982	5319
	COPIA	1995-2001	104
	Cultural Heritage Resolutions	1999-2001	15

Department	Type of Documents	Date Range	Total Documents In LaserFiche
	Resolutions		

Public Works	COPIA	1993-2001	157
	BUD: Bridge Project	1999-2001	19

Building	Permits	1951-Current	5062
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Total Documents Scanned into LaserFiche Citywide:
Total Pages Scanned into LaserFiche Citywide:

30,721
201,151

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